

Memorandum

TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: July 13, 2005
Re: Minutes of the July 7, 2005 Finance Committee Meeting



Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on July 7, 2005, at 4:00 p.m. in the Warren Green Building, 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

County Treasurer's Report: The Treasurer's Report was available for the Finance Committee's consideration.

County Attorney's Report: The County Attorney's Report was included in the agenda packet for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted.

FY 2005

1. Sheriff's Office - \$1,112

- a. \$330 from State Share of Forfeiture Proceeds funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.
- b. \$270 from State Share of Forfeiture Proceeds funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.
- c. \$512 from State Share of Forfeiture Proceeds funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.

2. Social Services - \$37,000

\$37,000 from State funds for Temporary Assistance to Needy Families (TANF) was approved for appropriation to the Social Services Department.

3. Fire and Rescue Association (F&RA) - \$784

\$238 and \$546 from two separate fuel spills was approved for appropriation to the F&RA budget to mitigate the costs for hazmat supplies used in the clean ups. Funds are from the companies/organizations that caused the spills.

4. Budget Office - \$253,290

- a. \$100,290 for renovation of the Old Jail Museum was approved for appropriation from the General Fund Contribution budget code to the Capital Fund where the expenses will be reflected.
- b. \$153,000 budgeted in General Fund, Non-departmental Reserve for Health Insurance was approved for appropriation to the Health Insurance Fund to support health care costs.

Transfers:

FY 2006

Budget Office - \$25,022

\$25,022 budgeted for a part-time Environmental Health Specialist was approved for internal transfer to the salary and benefit codes in the Public Health budget.

Regular Agenda

Supplemental Appropriations:

FY 2005

1. Fire and Rescue Association (F&RA) - \$1,876

- a. \$1,804 from student fee payments was approved for appropriation to F&RA for books and handout material expenses.
- b. \$72 from student fee payments was approved for appropriation for Cardio Pulmonary Resuscitation (CPR) supplies.

2. School Division - \$14,290

- a. \$9,800 from a truck company reimbursement was approved for appropriation for damages to a brick wall at Mary Walter Elementary School.
- b. \$4,490 from State Bike Grant was approved for appropriation to the School Division budget.

3. Fleet Maintenance - \$382,997

\$382,997 in additional revenue generated by Fleet Maintenance was approved for appropriation to the Fleet Maintenance Fund.

FY 2006

1. Library - \$73,684

- a. \$26,000 from the Contingency Reserve was approved for appropriation to the Capital budget for fees to reserve water and sewer taps for the New Baltimore Library scheduled for construction beginning in FY 2008.
- b. \$47,684 from Carryover was approved for appropriation to the Library budget from funding approved in FY 2005 for lighting and shelving for the Warrenton Library.

2. School Division – \$2,900,000

An action was considered to increase funding support for the Liberty HVAC project by \$2.9 million. During discussion on the issue the School Board Chairman stated that the increase had been reduced to \$2.1 million. Further dialogue surfaced that the bid on renovating Claude Thompson Elementary School would be opened the following day (Friday) and could also result in the need for additional funding. The Chairman of the Finance Committee directed the Budget Office to work with the school staff to determine the impact of the Claude Thompson bid opening and combine both in a public hearing request for Board of Supervisors consideration on July 14, 2005.

3. Joint Communications – \$47,135

\$47,135 from the State Homeland Security Grant carryover was approved to the Joint Communications Fund for purchase of the City Watch Community Notification System and fees for related new telephone lines.

4. Fire and Emergency Services (F&ES) - \$13,000

\$13,000 from a State Virginia Department of Emergency Management Grant was approved for appropriation to the F&ES budget for temporary staffing to support local emergency management programs.

**Transfers:
FY 2006**

1. Fire and Rescue Association - \$268,703

\$200,000 was approved for transfer within the Fire and Rescue Association Fund to provide increased support to the Fire and Rescue Companies. An additional \$68,703 was approved for transfer from the Fire and Rescue Association Fund to Fire and Emergency Services in the General Fund for a Safety Officer position.

Comments

1. Lake Brittle

Mr. Graham tasked the Parks and Recreation staff to prepare for the Finance Committee's August meeting the cost of cleaning up and guarding Lake Brittle. No new funding is to be made for Lake Brittle until a decision is made on what future support the County will provide to this facility.

2. Finance:

Health Insurance – Bryan Tippie, Interim Finance Director, provided the health insurance fund summary. The latest report through June showed the current monthly expenditure average to be \$952,592. Overall FY 2005 expenditures are estimated to be within the budgeted amount.

3. Budget:

Referendum Policy – Bryan Tippie, Budget Director, was directed to draft a change to the current Referendum Policy to reflect the impact of growth in construction costs in recent years.

**The next Finance Committee Meeting will be
August 4, 2005 at 4:00 p.m.**